

**CHILD SUPPORT PROGRAM ATTORNEY IV**  
**CHILD SUPPORT PROGRAM ATTORNEY V**

**Class No. 003923**  
**Class No. 003924**

**DEFINITION:**

Under administrative direction, to plan, organize, and direct the operational activities for one of the major functions within the Department of Child Support Services; to develop and implement policies and procedures; to serve as an expert in civil litigation; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

**Child Support Program Attorney IV:** Under direction, the Child Support Program Attorney IV performs complex and difficult legal work, and is responsible for supervising, directing, and overseeing the work of a major legal section or several teams of attorneys.

**Child Support Program Attorney V:** This is the highest class in this series. Under direction, the Child Support Program Attorney Vs are managers responsible for several legal sections or a division, and for handling the most difficult and sensitive legal work.

**EXAMPLES OF DUTIES:**

Plans, directs, organizes, coordinates, and evaluates the legal activities of an assigned division of staff engaged in child support enforcement activities; serves as an expert in civil litigation for the Department; formulates and implements policies, procedures, and controls; advises Director to ensure that departmental operations comply with State and Federal mandates; delegates functional activities and establishes scope of responsibility; reviews and approves production and progress reports; identifies and resolves operating problems; establishes short- and long-term operational goals and objectives; reviews and prepares reports and correspondence; directs the coordination of division functions with other County departments, governmental agencies, and private industry; directs the preparation of divisional and operational reports; acts as a liaison with other public and private agencies and provides information to County departments, the public, and agency representatives on departmental activities; performs special legal studies and writes legal reports as assigned by the Director; manages or leads legal projects as assigned by the Director; and supervises subordinate legal and non-legal staff; and performs related work as required.

**MINIMUM QUALIFICATIONS:**

**Through Knowledge of (both levels):**

- Laws, regulations, codes, and ordinances related to child support enforcement programs.
- Policy and procedure development and implementation related to divisional activities within the Department of Child Support Services.
- Automated systems that support child support enforcement programs.
- Principles of supervision, as related to the performance of civil litigation work.

**EDUCATION/EXPERIENCE:**

Education, training, and/or experience, which demonstrate possession of the knowledge and skills listed above. Examples of such education/experience are:

**Child Support Program Attorney IV:**

1. Five (5) years of progressive professional experience in a child support program, of which two (2) years must have been management experience in planning, directing, and coordinating activities of a section within a child support division, or in a related department and/or Agency, AND active membership in good standing with the State Bar of California, OR;
2. Two (2) years of experience as a Child Support Program Attorney III in the County of San Diego.

**Child Support Program Attorney V:**

1. Seven (7) years of progressive professional experience in a child support program, of which three (3) years must have been management experience in planning, directing, and coordinating activities of a section within a child support division, or in a related department and/or Agency, AND active membership in good standing with the State Bar of California, OR;
2. Two (2) years of experience as a Child Support Program Attorney IV in the County of San Diego.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:****Professional Standing:**

Incumbents must be an active member in good standing with the State Bar of California.

**Character:**

Applicants must have a reputation for honesty and trustworthiness. Convictions, depending on the type, number, and recency, may be disqualifying. Prior to appointment, candidates offered employment will be subject to a background investigation performed by the County of San Diego.

**Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).